

Community Art Action Manager — Job Description

Title: Community Art Action Manager

Reports to: Executive Director

Status: Full-Time, Exempt

Location: Flexible (AWBW is based in Los Angeles, staff work remotely)

Building on AWBW's 30 years of experience supporting diverse voices while cultivating a network of arts-based leadership and resources for transforming trauma, this position will enhance our work, addressing root-causes of trauma and powering community-based methods of change through art action. The person in this role will drive the strategy for developing individual and collective action powering care and cultural transformation toward social justice. With Touchstone Journey as a key collaborative social art action at AWBW, the individual in this role will shepherd the visioning and business model development necessary to enable this work to scale up and engage individual and community movement-building.

A successful candidate will be responsible for anchoring this work in sustainable practices with capacity to generate revenue for AWBW and practitioners alike, centering economic justice. They will cultivate key partnerships with funders and programmatic partners interested in co-creating trauma-informed, arts-based resources for cultural transformation and systemic change. They will successfully manage key deliverables such as timelines, agendas, project descriptions and budgets while leading the project toward defined agency goals. This position reports to the Executive Director and works closely with key staff to develop the Touchstone Journey strategy and goals and integrate this work so that it serves the organization effectively across departments, uplifting the unique leadership and innovations of AWBW's partners.

Major Responsibilities:

- Build on AWBW's 30th Anniversary activities through collective art action that invites authentic exploration, centers each person's leadership, and helps guide the organization's next chapter through sustainable engagement practices and tools that will serve AWBW's collective work.
- Lead development and actively manage the Touchstone Journey initiative including a sustainable business model, leadership evolution, timelines, budgets, and cultivation of funding partners to serve movement building.
- Identify and collaborate with key movement partners to collectively prototype the application and innovation of AWBW tools toward social justice goals.
- Lead creation of content-sharing infrastructure that situates the sharing of stories as a collective art action, interconnecting participants/partners igniting change in their own contexts and communities.
- Embed principles of economic justice into the program's business model, designing Touchstone Journey to use arts practices that reverse and resist the history of unequal economic benefits.

- Develop and guide tools to make the leadership of durational art actions accessible and low barrier to individuals and communities, maximizing capacity for collective long-term impact.
- Continuously refine and develop Touchstone Journey content and offerings to inform current and future media platforms and movement tools.
- Under the direction of the Executive Director and in Liaison with the Founder, support agency-wide initiatives and language as AWBW operationalizes social justice lens in all aspects of org evolution, internal and external.
- Manage AWBW's Social Justice Fellows and provide summaries and recommendations from the fellows that inform AWBW evolving lens of social justice and systems change, and inform how AWBW's overall programs support those dedicated to advancing social justice, racial equity, economic justice, human rights and systems change.
- Position Touchstone Journey to support AWBW's mission-based development work, cultivating a body of donor-activists engaged in this co-creation.

Additional Duties:

Perform other duties as assigned by Executive Director dependent on organizational needs.

QUALIFICATIONS:

- Must embrace the mission & trauma-informed culture of A Window Between Worlds
- Strong background in critical art-making practices and/or arts policy and admin
- Demonstrated knowledge in anti-bias and diversity awareness and cultural policy analysis
- Leadership experience with collective art action as a method of change
- Master's degree preferred

SKILLS:

- Must have excellent time management and organizational skills
- Possess strong written and verbal communication skills
- Comfortable working independently and with a group
- Ability to think creatively and be able to problem-solve to meet the changing needs of the organization
- Ability to motivate and engage diverse groups toward a common goal

COMPENSATION: Competitive salary, depending on experience.

BENEFITS: AWBW offers a benefits package including health and a 403(b) retirement plan. Occasional weekend, evening hours/ flexible schedule/telecommute; 40-hour work week.

To apply:

Email careers@awbw.org with your resume and cover letter. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employment Policy:

It is the policy of A Window Between Worlds to treat all applicants and employees fairly without regard to race, color, creed, religion, sex, gender, national origin, age, disability, HIV/AIDS, veteran's status, sexual or affectional orientation, status with regard to public assistance, marital status, or class origins. The policy extends to all aspects of the application process and employment.

